

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

30 April 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-051

POSITION: Sexual Assault Response Coordinator (D2235000) (GS-0301-11/12) EXCEPTED POSITION

LOCATION: Deputy Chief of Staff Personnel, Augusta, Maine

SALARY RANGE:

\$58,562 to \$76,131 per annum **GS-11**

\$70,192 to \$91,255 per annum **GS-12**

CLOSING DATE: 14 May 2015

AREA OF CONSIDERATION:

AREA I- All permanent and indefinite Excepted **Enlisted (E-7 to E-9), Officer or Warrant Officer** Technicians in the Maine Army National Guard and personnel with reemployment rights to MEARNNG positions.

AREA II- All **Enlisted (E-7 to E-9), Officer or Warrant Officer** Members of the Maine Army National Guard.

AREA III- Personnel eligible for membership in the Maine Army National Guard.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-11 or GS-12 grade. If filled at the GS-11 grade, the individual selected may be promoted to GS-12 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, or training which provided a general knowledge of principles of organization, management, and administration. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE: Must have thirty-six (36) months experience for the GS-11/12 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-11

1. Knowledge of DoD Sexual Abuse Protection and Response and Domestic Abuse/Violence Programs.
2. Knowledge of State of Maine sexual assault/domestic abuse program administration, policies and practices in order to provide technical assistance to answer questions, solve problems, and explain issues.
3. Skilled in managing a program, to include organizing an office, problem solving, motivating others to take action, and negotiating allocation of resources for the program.
4. Knowledge of the National Guard organization structure to include, functional assignments to subordinate organizations, nature of their missions and work force composition.
5. Ability to communicate orally and in writing.

GS-12

1. Knowledge in developing policy, or program management and execution.
2. Knowledge of DoD Sexual Abuse Protection and Response and Domestic Abuse/Violence Programs.
3. Knowledge of State of Maine sexual assault/domestic abuse program administration, policies and practices in order to provide technical assistance to answer questions, solve problems, and explain issues.
4. Skilled in managing a program, to include organizing an office, problem solving, motivating others to take action, and negotiating allocation of resources for the program.
5. Knowledge of the National Guard organization structure to include, functional assignments to subordinate organizations, nature of their missions and work force composition.

6. Knowledge of GFEBS and Government Purchasing Card to ensure all funds are executed in accordance with NGB budgetary guidance.

7. Skilled communicator must have expert speaking and writing skills to perform effective presentations, conduct training, and communicate with federal, state and local agencies and medical facilities.

SELECTING PLACEMENT FACTOR:

40+ hour Service Specific National Advocate Credentialing Program (NACP) approved Sexual Assault Response Coordinator training complete or must be completed within 6 months of placement/appointment. **(Must provide the certificate of training if completed)**

Tier 2 Background Investigation is required prior to placement/appointment. Tier 2, a moderate-risk, non-critical position in accordance with the 2014 Federal Investigative Standards.

Must have and maintain a Secret security clearance **(must provide JPAS printout or memorandum from Security Office)**

Letter of recommendation from current immediate commander/supervisor

NOTE:

A credentialing package will be submitted and approved for certification from the Department of Defense Sexual Assault Credentialing Program Certification (D-SAACP).

Selected individual that has not completed their 40+ hour Service Specific National Advocate Credentialing Program (NACP) approved Sexual Assault Response Coordinator training and not credentialed by D-SAACP, will **NOT have direct contact with victims or access to victim records.**

SARC is a position of significant trust and authority. As directed by the Secretary of the Army, prior to appointment and continued retention, the selected individual will be required to complete a behavioral health screening/assessment.

Military Chaplains, Law Enforcement Personnel, Commanders, JAGs, and Health Care Providers, who have clinical responsibilities to treat sexual assault victims, are *ineligible* and *prohibited* for placement/appointment to all SARC and Victim Advocate Positions.

COMPATIBILITY CRITERIA: OFF: BR: 42B, 42H, 60D and 67A
OFF: AOC: 70A, 70B, 70H and 73A
WMOS: 420A
MOS/CMF: 42A, 68W and 68Z

SUBSTITUTION OF EDUCATION FOR THE SPECIALIZED EXPERIENCE:

Completion of courses such as the Officer Advanced Course, Squadron Officer School, Command and Staff College, Air and Army War College, National Security Management Course and others of comparable level will be credited at the rate of 1 month of education for two months of specialized experience.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 430-6013/COM (207) 626-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS
CPT, AG
Human Resources Specialist
(Recruitment & Placement/Compensation)